



## Student Position Job Announcement

**Museum Education Assistant** (Job #5174809)  
MUSEUM OF NATURAL AND CULTURAL HISTORY  
1680 East 15<sup>th</sup> Ave. (Next to Global Scholars Hall)

The University of Oregon [Museum of Natural and Cultural History](#) (MNCH) enhances knowledge of Earth's environment and cultures, inspiring stewardship of our collective past, present, and future.

The Museum Education Assistant enjoys working with people and is creative and detail-oriented. The position is part of a dynamic education team who develops and implements educational programs and events. The education assistant works directly with museum visitors and performs office tasks such as data entry and research. This position reports to the Education Coordinator.

About 6-12 hours per week; some evenings and weekends.  
\$12.75 per hour; \$13.25 per hour for bilingual English/Spanish

### Job Duties:

- Prepare and maintain program supplies and materials
- Compile monthly, quarterly, and annual program statistics
- Present grade-specific education programs to PreK-12 grade students
- Lead exhibit tours for community groups and college courses
- Use judgment, presentation, communication, and classroom management skills to ensure the best possible learning environment for participants
- Assist with museum education activities and events onsite and in the local community
- Provide a positive museum experience for all visitors
- Attend on-going training sessions when new programs and/or exhibits are developed
- Other duties as assigned

We recognize that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be the most important qualifications for a candidate to have, and we are open to many different backgrounds and experiences that can lead people to develop these skill sets. We strongly encourage applications from anyone who feels passionate about the work and believes they have what it takes to thrive in this role.

### Qualifications:

- Excellent communication and organizational skills
- Excellent computer skills (MS office, Point of Sales system, etc.)

- Experience working with youth (Kindergarten – grade 12) in a classroom or other informal settings
- Experience in interpretation, teaching and/or informal education
- Flexible and able to adapt and adjust to participant needs and preferences
- Approachable and friendly demeanor, ability to interact with the public and people from diverse backgrounds
- Understanding of, and commitment to equity, inclusion, and accessibility best practices
- Background or content knowledge in related subjects: archaeology, paleontology, geology, Oregon history, Indigenous/Native American studies, environmental science, and/or STEM
- Ability to walk/stand for up to three hours
- Pass a background check

**Preferred Qualifications:**

- Work Study (not required)
- Bilingual in English/Spanish – compensated at a higher rate of \$13.25/hr

**How to Apply:**

Application accepted through the [Handshake](https://career.uoregon.edu/handshake) website (<https://career.uoregon.edu/handshake>) Job #5174809. Submit a cover letter, résumé, and two professional references. Please include your current class schedule and indicate if you have federal work study or not. **Resume review is ongoing. Positions are open until filled. Start date: October 1, 2021**

**Questions?** Contact Robyn Anderson, Education Coordinator at [robyna@uoregon.edu](mailto:robyna@uoregon.edu).